

Records Management Web Site Update #08

The following items describe the changes made to the Records Management Web Site during the months of August, September and October. The items are listed by page as they appear on the Records Management home page. These changes will be published in a numbered memo.

DOE Records Management Home Page

- Updated the Current Additions and Changes page

Pg 1 – Strategic and Tactical Plans

- No Changes

Pg 2 – Policy, Guidance, and Publications

- Added the following to the 2001 Numbered Memo section:
 - Numbered Memo 01-31, Vital Records Program
- Added the following to the 2001 Numbered Memo section:
 - Numbered Memo 01-32, New EPA Record-Keeping Rule
 - Numbered Memo 01-33, Upcoming NARA BRIDG Meeting and Summary from previous BRIDG Meeting
 - Numbered Memo 01-34, Federal Register Notice on new General Records Schedule, Information Technology Records (Request for Comment)
- Deactivated the link for Electronic Records Management Guide (Draft) since document could not be found and link did not work.
- Added Records Management Guide (1324.5B link to page)
- Added Section to the page for 2002 Numbered Memos

Pg 3 – Records Disposition Schedules

- Added Admin Schedule 23:
 - Records Common to Most Offices N1-434-98-25
- Programmatic Schedules:
 - Added National Energy Strategy N1-434-95-2
- Made the following changes to Record Schedules:
 - Admin 1-1.1
 - Corrected reference from N1-434-89-1 to N1-434-98-1

- Admin 1-21.1
 - Corrected reference from N1-434-89-1 (4.a,.b) to N1-434-98-1 (4.a,.b)
- Admin 1-21.3(g)
 - Corrected Record Series title to read "Radiation Detection Instrument Calibration"
- Admin 1-29.b
 - Corrected the retention to read "Destroy 75 years after superseded or obsolete"
- Admin 1-43
 - Corrected typo to read "Employee Concerns Program"
- Admin 17
 - Corrected citation to read "Destroy when superseded or after the structure or object has been retired from service."
- Admin 17-16
 - Removed the EPI designation
- Admin 18-20
 - Correct Logs and Registers (GRS 19, Item 20) to read GRS 18, Item 20)
- Admin 18-21.2
 - Changed reference to GRS 18, Item 21 instead of Item 8.

Pg 4 – HQ Records Storage Support

- No Changes

Pg 5 – DOE Records Management Points of Contact and Organizational Charters

- No Changes

Pg 6 – Records Management Links And Finding Aids

- No Changes

Pg 7 – Training in Records Management

- No Changes

Pg 8 – Upcoming Events

- No Changes

Pg 9 – E-Mail Pilot

- Added the following items to the pilot web page:

1. Added signature page to the E-Mail Pilot Narrative
2. Posted the ForeMost Training Schedule
3. Constantly updated the ForeMost Training Schedule
4. Added the month of October to the schedule and created a separate web page for October which is linked to the previous schedule.

Pg 10 – Other Links

- No Changes